

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST American Embassy, Muscat	2. AGENCY STATE	3a. POSITION NO. A-54001		
3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> No <input type="checkbox"/> Yes				
4. REASON FOR SUBMISSION				
<input type="checkbox"/> a. Re-description of duties: This position replaces				
Position(s) No.		Title:	Series	Grade
<input type="checkbox"/> b.				
<input checked="" type="checkbox"/> c. Other (explain)		Update of Position Description		
5. CLASSIFICATION ACTION	POSITION TITLE AND SERIES CODE	GRADE	INITIALS	DATE
a. Post Classification Authority				
b. Human Resources Office	Human Resources Specialist, FSN-305	10	BF	05/14/10
c. Proposed by Initiating Office				
6. POST TITLE OF POSITION (if different from official title)		7. NAME OF EMPLOYEE		
8. MISSION OR OFFICE AMERICAN EMBASSY, MUSCAT		a. First Subdivision MANAGEMENT SECTION		
b. Second Subdivision HUMAN RESOURCES OFFICE		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee Date		10. This is a complete and accurate description of the duties and responsibilities of this position. N/A Typed Name and Signature of Local Supervisor Date		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Sean Briggs 8/27/2011 Typed Name and Signature of Section Chief or Agency Head Date		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Sean Briggs 8/27/2011 Typed Name and Signature of MGT or HR Officer Date		
13. BASIC FUNCTION OF POSITION: Serves as the senior LE Staff employee in the Human Resources Office and assists the Human Resources Officer in directing a comprehensive HR management program for the mission's 240 American and Locally Employed Staff (LE Staff) from all participating USG agencies in Oman. In accordance with Department of State (DOS) regulations and the Omani Labor Law, incumbent administers the full range of HR services, providing guidance and advice to both LE Staff and American employees at the Embassy. Develops, implements, and disseminates post-specific HR policies and procedures. Assists the Human Resources Officer with recruitment, position management and classification, compensation management, benefits administration, awards, training program, and other HR related activities at the Embassy. Supervises one Human Resources Assistant position.				
14. MAJOR DUTIES AND RESPONSIBILITIES: Please See Attachment.				

15. Required Qualifications

- A. **Education:** Bachelor degree (4 years) in Human Resources, Business Administration, or closely related field is required.
- B. **Prior Work Experience:** Five years of experience in human resources management is required.
- C. **Post Entry Training:** On the job training will be provided:
Training in Mission Position classification
Training in PASS system
- D. **Language Proficiency:** Level IV (fluency) in written and spoken English is required.
- E. **Knowledge:** A thorough knowledge of local labor laws and prevailing customs and practices as they apply to compensation and employment. A good working knowledge of the Mission's Local Employee Compensation Handbook, post's position classification guides and applicable portions of 3 FAM and Standard Regulations. Must have a thorough knowledge of HR concepts and guidelines and their applications in the workplace.
- F. **Abilities and Skills:** Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and their supervisors. Ability to use computer software required in the course of duties. Must be able to draft cables and memos and to interpret USG and local government guidelines and regulations and provides summaries as necessary. Good project management skills are essential.

16. Position Elements

- A. **Supervision Received:** The FMO/HR Officer will supervise Incumbent.
- B. **Available Guidelines:** 3 FAM/FAH, Standardized Regulations, Family Member Appointment Rules and Regulations, Washington directives, previously established procedures and practices of the Embassy and Omani Government.
- C. **Exercise of Judgment:** Sound judgment is required in selecting appropriate guidelines from available regulations as a basis for action.
- D. **Authority to Make Commitments:** May make non-monetary commitments such as setting appointments for interviews or meetings.
- E. **Nature, Level and Purpose of Contacts:** With all employees of the Mission, counterparts in comparator companies and other third country Embassies. Mid to high-level contacts in government ministries, banks, and public and private sectors, with the purpose of coordination and explaining U.S. Government regulations and procedures to solve complex situations. Develops recruitment sources and contacts in local firms and ministries to locate candidates for hard to fill positions. Also communicates regularly with different offices at the States side of the Department of State such as HR/OE, Charleston, helpdesks, FLO etc... as well as Bangkok
- F. **Supervision Exercised:** Supervises one HR Assistant and two HR Clerks.
- G. **Time Required to Perform Full Range of Duties:** One year.

POSITION: A-54001, HUMAN RESOURCES SPECIALIST**Block 14. Major Duties and Responsibilities****LES Human Resources Management:****(25%)**

Advises Human Resources Officer of revisions to the local labor laws and ensures that action contemplated by the Mission is in accordance with local law to the maximum extent possible; analyzes developments and suggests appropriate courses of action.

Responsible for ensuring the LE Staff Handbook is accurate, up-to-date, and contains information as authorized by HR/OE.

Advise employees and supervisors on regulations, policies and procedures regarding compensation, benefits, supervision, evaluation, standards of conduct, disciplinary actions, termination, etc.

Oversees appointment of LE Staff and ensures conformity of the policy and procedure with State Department and agencies' regulations. Supervises the preparation and processing of all types of individual personnel actions ensuring that they conform to regulations and that they are processed in a timely manner. Approves personnel actions in PASS. Examines all promotion requests and ensures that the employees meet the time-in-grade and qualification requirements. Examines LE Staff evaluation reports and brings to the attention of the supervisor any inconsistencies or issues of concern.

Assists the HRO with preparation of the necessary documents/paperwork for the Special Immigrant Visa Committee for selection.

Oversees the mission's incentive awards program, ensuring the Department's regulations are followed. Assists the HRO with presentation of the awards nominations to the Joint Country Awards Committee. Along with HR Assistant, who provides administrative support on the Awards Program, verifies eligibility and reports discrepancies to the HRO.

Assists the HRO with maintaining the Embassy's training program; research for appropriate course locations and availability.

Supervises one HR Assistant position providing general overview and work guidance.

American Human Resources Management:**(25%)**

Coordinates the American Personnel Program at Post. Keeps American Personnel advised of new/changes in regulations and policies.

Responsible for accuracy and data entered in the WebPASS/ Post Personnel application. Generates personnel reports, including staffing pattern, diplomatic list, family member report, arrivals/departure list, and other employee/position related information. Controls position billets through WebPASS and advises HRO about any discrepancies.

Tracks the arrival of State USDH employees and provides the check-in package. Submits appropriate documentation to the bureau and Financial Service Center to initiate allowances and pay the employees are eligible for. Solves pay-related problems by coordination with the Charleston Payroll Technician. Prepares cables to advise responsible FSC about revisions to post allowance, charge pay, language incentive pay, and other payroll related issues. Prepares and submits TM8 (arrival notice), TM5 (departure notice), TM-3 (welcome message) for incoming and outgoing State Department USDH personnel. Maintains arrival/departure logbook. Drafts diplomatic list for the Ministry of Foreign Affairs and other Diplomatic Missions.

Assists all USDH employees, their families and employed EFMs departing from post. This includes providing employees with checkout lists, collecting MFA cards, and changing their status in Post Personnel application. Prepares and submits departure notification cable, or

INWS cable, and co-ordinates the discontinuation of all allowances. Ensures that all EERs reporting to departing USDH are prepared and in place, domestic help sponsorship is transferred or discontinued.

Recruitment:

(25%)

Responsible for assisting the HRO with administration of Embassy's Hiring Program. Provides advice on distribution of duties, classification, hiring salary, and compensation packages. Prepares job vacancy announcements and performs initial screening of the applications for eligibility and qualifications. Assists hiring offices with interviews and selections, if required. Negotiates the salary with potential candidates on a case-by-case basis.

Family member recruitment involves preparation of all documentation concerning the Mission Dependent Employment Program from the point of job announcement to termination or INWS. Coordinates the hiring actions through the Post Employment Committee (PEC). Schedules meetings for the PEC as required; provides copies of regulations, position description and qualified applications to the committee. Schedules interviews, draft memos to PEC and Ambassador, prepares job offer and regret letters to the applicants. Serves as a focal point for questions pertaining to various hiring mechanisms (e.g. FMA, TEMP, PSA+) and provides information to newly hired EFMs covering the terms and conditions of employment (pay, benefits, leave). Drafts authorization request cables to establish positions and appointment authorization upon selection of a candidate.

Position Management and Classification

(10%)

Acts as a primary job evaluator at the Embassy. Helps and provides guidance to supervisors and employees on the preparation of accurate and complete position descriptions, in accordance to FAM guidelines. Conducts position description reviews to ensure that duties and responsibilities are correctly described. Conducts job interviews, audits, and classifies the positions using DOS-approved Computer Aided Job Evaluation system. Discusses classification decisions and final grade determination with supervisors and employees explaining the basis for the decisions.

Health/Life Insurance Benefits and Awards Program

(5%)

Serves as a resident expert for health and life benefits contract, assisting the COR (HR Officer) and MGT Officer, when issues arise. Participates in contract solicitation process by providing Embassy requirements and standards for the affected benefits to the participating vendors. Ensures the staff is aware of their benefits and periodically publishes information pertaining to the health and life insurance plan. Verifies quarterly bills for accuracy and certifies on projection list for the upcoming quarter.

Compensation:

(5%)

Collects information on pay rates, salaries and benefits from comparator companies for spot check survey compiling reports for submissions to HR/OE. Upon receipt of authorizing cables, computes new salary tables, and applies LCP plan according to HR/OE instructions and submit new salary information to the FSC, bureaus, and agencies.

Develops and maintains contacts with comparator firms to check on changes to keep abreast of their compensation plans and monitor local prevailing practice. Responsible for completing the annual compensation survey required by HR/OE in an accurate and timely manner. Maintains Local Compensation Plan updated.

Other Duties as assigned

(5%)